

CHAPTER: III OTHER PROGS & SRVCS	SECTION: 12 VOTER REGISTRATION	COMAR: 07.03.03.04
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Qualifying Note: The Voter Registration Program is a separate Federal program. TCA case managers provide program information, including basic eligibility requirements, so that referrals may be made to the program as appropriate.

REQUIREMENTS

- A. As a result of the National Voter Registration Act (NVRA) of 1993, every FIA services customer 16 or older must be offered the opportunity to register to vote at each application, recertification, and other case maintenance activity
- B. CARES will automatically generate a Voter Registration Agency Certification (Form DHR/FIA 784) for each person 16 or over present at the application or recertification interview whenever the case manager enters "Y" in the appropriate field on the DEM2 screen
 1. If the entry into the [PRES@INT](#) field on the DEM2 screen is Y (yes), choose one of the following 6 responses made by the individual to put into the VOTER-REG field
 - Y = The person wants to register to vote and was given an application for doing so
 - N = The person declined to register to vote
 - R = The person is already registered to vote
 - H = The person took the voter registration application home
 - M = The case manager mailed the voter registration application
 2. If the entry is N (no) in the [PRES@INT](#) field, and the application, recertification, or address change was mailed in, choose the case manager mailed the voter application option
 3. The Eligibility Determination Document (EDD) includes one of the 6 possible responses to the voter registration question for each individual 16 or older
- C. When a customer's address changes or needs to be corrected; enter the information on the CARES ADDR screen and manually generate a 784
 1. Ask the customer to sign the 784
 2. Send, if the customer completes it, the voter registration application to the local Voter Registration Coordinator

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VOTER APPLICATION SUBMITTALS

- A. Voter registrations are attributed to local departments under the heading of “Mandated Agencies” on State Administrative Board of Election Law (SABEL), now State Board of Elections, reports
- B. Local departments must attach a copy of the SABEL form as a cover sheet each time a batch of voter registration applications is sent to the Local Board of Elections

VOTER REGISTRATION REPORTS

- A. Each month three statistical reports on voter registration are automatically generated
 - 1. District Office Summary Report
 - 2. County Summary Report
 - 3. Statewide Summary Report
- B. Use the 784 to confirm the offer of the opportunity to register to vote for all individuals 16 or older